COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Alexis Martfeld	
(b)	Office Hours:	Tuesdays/Thursdays 11:00-12:00 (Interurban) Tuesdays/Thursdays 4:00-5:00 (Lansdowne)	
(c)	Location:	CC 119B and Paul 220	
(d)	Phone:	Please email	Alternative Phone:
(e)	Email:	martfelda@camosun.bc.ca	

2. Required Materials

(a)	Texts	Course Package A good dictionary A good writing handbook of your choosing (optional)

3. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Write workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.

   a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
   b) Write in a style that meets the informational needs and backgrounds of various audiences.
   c) Write in a style that exhibits brevity and clarity and avoids language of low- information content.
   d) Employ numbers, units, equations, and abbreviations correctly in documents.
   e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.

2. Plan, organize, structure, and write workplace formats for a variety of situations.

   a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
   b) Write workplace reports appropriate to audience and situation.
   c) Compose effective job-search documents related to specific job descriptions and situations.
   d) Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.

3. Design technical documents for high readability and appeal using word-processing software and techniques.

   a) Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
   b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

4. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.

   a) Demonstrate mastery of advanced grammar concepts by completing practice exercises.
   b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

4. Course Content and Schedule

Times and Locations: Mondays   8:30 - 9:50   CC 122
                     Wednesday 8:30 - 9:50   CBA 202

See the course outline for a schedule of class topics.

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

ASSESSMENT PIECE	DUE DATE	ASSIGNMENT VALUE
Introduction Assignment/Diagnostic	Jan. 11th	C/I
Direct Approach Letter	Jan. 27th	10%
Indirect Approach Assignment	Feb. 17th	10%
In-class Memo	Feb. 24th	15%
Grammar Quiz	Feb. 29th	8%
Illustrated Report	Mar. 9th	15%
Resume/Job Description	Mar. 16th	C/I
In-Class Cover Letter	Mar. 30th	15%
Grammar Test	Apr. 11th	10%
User Manual	Apr. 13th	17%
TOTAL		**100%**

6. Grading System

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at **camosun.ca** for information on conversion to final grades, and for additional information on student record and transcript notations.

TEMPORARY GRADE	DESCRIPTION
I	*Incomplete*: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

IP	*In progress*: A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. *(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)*
CW	*Compulsory Withdrawal:* A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**.
It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

Class Policies

ATTENDANCE/PARTICIPATION

Your attendance and participation are essential to your success in this course. If you miss a class, it is **your responsibility** to know the material I have covered and to complete the assignments due. Please contact me if you are going to miss or be late to a class.

ASSIGNMENT POLICIES

- **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE. ASSIGNMENTS DUE ON THE LAST DAY OF THE COURSE MUST BE SUBMITTED THAT DAY.

- **Late Submission Policy:** All out-of-class assignments must be submitted as hard copies at the beginning of class on the day they are due. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. I will give a grade of "0" to assignments submitted later than one calendar week after the due date. Late assignments will be given a grade but no feedback.

- **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

- **A**ll in-class assignments and quizzes must be completed in class on the day they are due or a grade of 0 will be assigned. If you have an emergency and are unable to attend class to complete the assignment or quiz, notify me as soon as possible to explain your absence and bring documentation verifying your absence to the next class.

ASSIGNMENT FORMAT: Please follow these conventions for all assignments

- Word process all assignments.
- Use white paper 8.5 X 11 inches.
- Ensure high print quality.
- Use 12-point font.
- Single-space text with double-space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- For multi-page assignments, place page numbers on subsequent pages. Staple pages in top left corner.
- Please do not include title pages, covers, binders, laminates or any protective apparatus with your assignments. Just submit your assignment (stapled).

EXIT REQUIREMENTS

To pass the course, students must

- **Receive a combined average of at least 60% on the two in-class writing assignments** (memo report and cover letter). If a student does not achieve these criteria, his/her *final mark* will be the average of the two in-class writing assignments.
- Complete the in-class diagnostic assignment.
- Meet attendance requirements of the instructor.
- Complete all assignments and meet assignment submission deadlines.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

ADDITIONAL INFORMATION

- Please keep a copy of all assignments.
- Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if you wish to discuss this point.
- Please feel free to contact me about any concerns or questions you may have about the course.